



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**U.S. ARMY ENGINEER DISTRICT, HONOLULU**  
**FORT SHAFTER, HAWAII 96858-5440**

CEPOH-IM (100)

12 August 2002

**COMMANDER'S POLICY MEMORANDUM #5**

**SUBJECT: Delegation of Signature Authority**

1. References:
  - a. AR 25-50, Preparing and Managing Correspondence, 5 Mar 01.
  - b. CEPOH-IM Memorandum, dated 22 Aug 00, Subject: POH Reading File.
2. This policy memorandum establishes a signature authority policy for the U.S. Army Engineer District, Honolulu to ensure that all correspondence is signed by a responsible individual or one to whom signature authority has been delegated.
3. I shall sign Memorandum of Agreement (MOA) with other agencies, controversial Individual Regulatory Permits, significant National Environmental Policy Act (NEPA) documents, and correspondence addressed to elected public officials, general officers, commanders or other senior customers as well as any correspondence on controversial or sensitive matters. In my absence, the Deputy District Commander and Deputy District Engineer for Programs and Project Management are delegated authority to sign urgent items over my name.
4. Division chiefs and principal staff officers are delegated "FOR THE COMMANDER" signature authority to take final action on matters within their functional areas of responsibility and to issue orders in their own name to carry out assigned responsibilities. I retain authority to cancel or withdraw delegation of signature authority at any time.
5. "FOR THE COMMANDER" signature authority will not be further delegated. Subordinates officially performing duties of an incumbent, in an acting capacity, may exercise signature authority of that incumbent.

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6. In accordance with reference 1b, a copy of all correspondence signed "FOR THE COMMANDER" must be forwarded to POH, Mail and Records for inclusion in the POH Reading File. The same requirements for preparation, coordination, and filing shall apply to correspondence transmitted electronically by fax or email; i.e., a copy of the correspondence signed "FOR THE COMMANDER" shall be forwarded to Mail and Records.

/s/

DAVID C. PRESS

Lieutenant Colonel, EN

Commanding

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